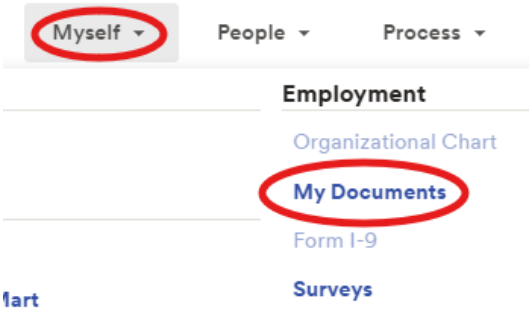
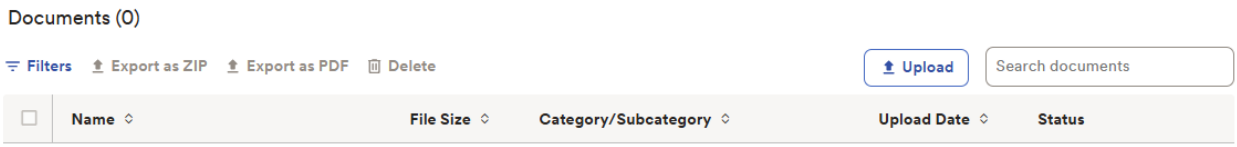
Upload Dependent Verification Documents in ADP

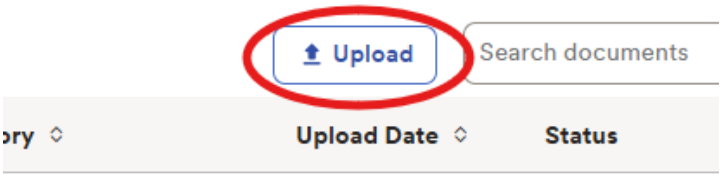
- Log into ADP (desktop site)
    - You can't upload documents to the app
- Go to Myself > Employment > My Documents



- Your screen should look like this, or you might see a couple of documents if you already have some benefits documents in there



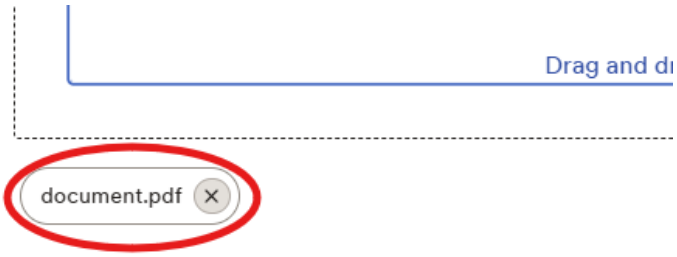
- Click on Upload



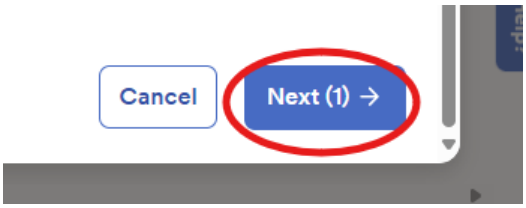
- This screen will pop up:



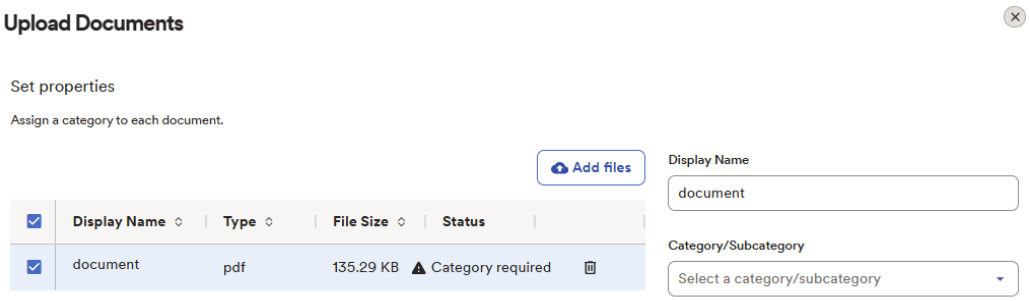
- You can drag your document and drop it or click the link and upload the document.
- You will know that it uploads when you see your document listed under the dotted box



- Then click next



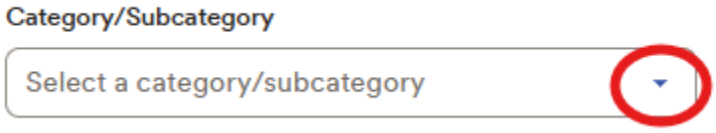
- Then you will see this screen:



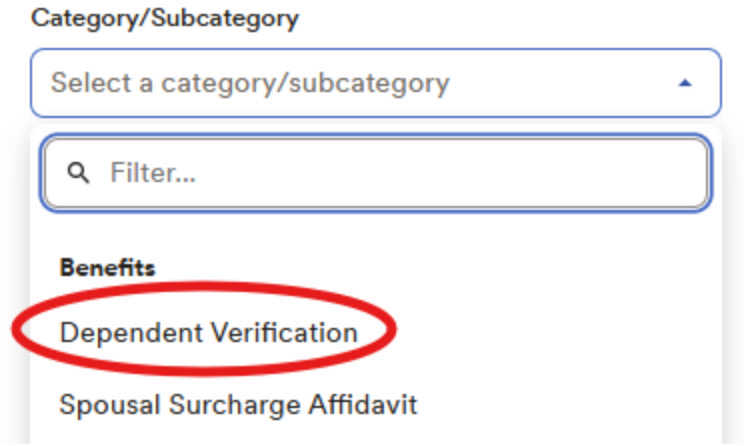
- Update the display name to show what it is



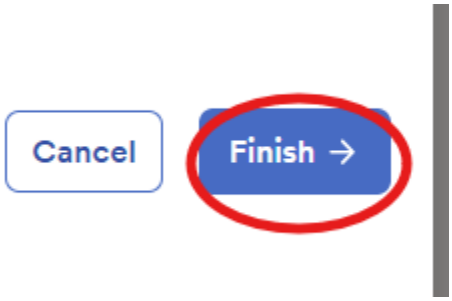
- To select the category, subcategory, click the drop-down arrow



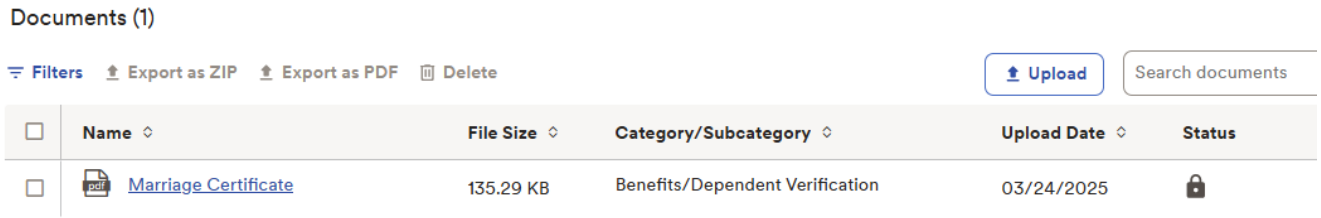
- Select Dependent Verification



- Click Finish



- You will see the confirmation screen that its been uploaded



- It will then route to Benefits for review and approval.